

CEA



CAREER EXECUTIVE ASSIGNMENT

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EXAMINATION ANNOUNCEMENT

DEPARTMENT	TRANSPORTATION
POSITION TITLE	CHIEF, DIVISION OF PROCUREMENT AND CONTRACTS
LEVEL	CEA 3 (Salary Range \$8594-9476)
FINAL FILING DATE	JULY 16, 2010

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy Director, Administration, the incumbent is responsible for establishing written policies and procedures, including procedures for ensuring and documenting competitive purchasing and contracting actions, complying with State purchasing and contracting standards; and reporting contractor failures to deliver goods or services as contractually required. The Division of Procurement & Contracts (DPAC) includes the following: three Acquisition Offices; the Non Information Technology Services and Commodities Office, the Architectural and Engineering Contracts Office, and the Information Technology and Operations Office. Responsibilities include:

- Develops and implements policies in the areas of procurement; contracting, publications; Cal-card; property control; material distribution; service contracts; A&E contracts; and minor public works contracts.

- Develops and establishes the strategic direction of DPAC. The incumbent provides policy direction on operating procedures, implementation of programs, and management techniques impacting the goals and objectives of the Division's strategic plan. Participates in policy development to guide procurement and contract plans, programs, and projects.
- Oversees the development and implementation of Strategic and Operational Plans that include the Department's goals, strategic objectives, strategies, and performance measures applicable to the program.
- Serves as the Department's Procurement and Contracting Officer with full authority to approve all service contracts and purchase orders for the Department.
- Develops and implements policies to ensure that all departmental contracts and purchases comply with applicable rules, laws and regulations. The consequences of violations of law and/or policy include loss to delegated authority to the Department, alienation of the bidding public, loss of federal monetary participation and lawsuits against the Department. Provides policy direction on A&E and Minor B contracts.
- Represents the Department at meetings involving highly sensitive or controversial acquisition issues.
- Represents the Department at public conferences and meetings with federal, state, county and city officials; regional and local agencies and authorities; special interest and advocate groups; elected officials; impacted individuals; and industry representatives on issue
- Advises the Deputy Director on the full range of issues related to the DPAC.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's or Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in EEO.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide variety of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's or Agency's EEO objectives.

These abilities and knowledge are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

DESIRABLE QUALIFICATIONS

Experience in positions at the Senior Transportation Engineer, Supervising Transportation Planner or Staff Services Manager III level or higher that developed the following qualifications:

- A broad and comprehensive knowledge of the Department's programs and experience that demonstrates the ability to manage a large and complex statewide program.

- Knowledge and experience in departmental strategic planning and demonstrated understanding of organizational and transportation system performance measures.
- Familiarity with federal and state regulations that apply to and impact the work of the Department and with the Department's mission, goals, programs, and policies.
- Demonstrated ability to supervise a multi-disciplinary professional staff, participate in public forums, and represent the Department in a consulting and coordinating capacity with other departmental functional areas statewide.
- Demonstrated ability to develop and implement organizational improvements or innovations.
- Demonstrated ability to effectively apply logic and creativity in decision-making processes and successfully apply motivational and negotiating skills.
- Excellent oral and written communication skills.

In addition, candidates should have completed academic course work at the university level or equivalent training and experience in the area of supervision and management principles.

EXAMINATION INFORMATION

The appointing power will establish specific job-related evaluation criteria and will review all applications immediately following the final file date. The appointing power shall compare each candidate's qualifications for the position against the evaluation criteria, and against the qualifications of all other candidates taking the examination. Interviews may be conducted at the discretion of the appointing power. Each candidate shall be notified in writing of the examination result.

EVALUATION CRITERIA

The *Statement of Qualifications* must indicate your total years of experience (and civil service classification, if applicable) performing each of the activities included in the evaluation criteria. Some of the factors that will be utilized in the evaluation are:

- Education
 - List degrees obtained and dates received.
 - List licenses and certificates and dates received.
- Breadth and extent of external contacts (e.g., Legislature, control agencies, etc).
 - List state and federal resource agencies.
 - Explain nature and extent of those contacts.
- Number of years of experience as or equivalent in level to a Senior Transportation Engineer, Supervising Transportation Planner or Staff Services Manager III.
- Breadth and extent of experience making clear and convincing presentations, representing and speaking for the organizational unit and its work (e.g., presenting, explaining, defining and negotiating) to those within and outside the office (i.e., directors, deputy directors, agency heads and other government executives, corporate executives, legislative members and staff, the media, general public and professional groups).

- Breadth and extent of experience planning, developing and managing a large, complex and politically sensitive program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies.
- Ability to provide new perspectives and/or develop and implement new initiatives.

FILING INSTRUCTIONS

All interested applicants must submit:

- A standard original State application (Form 678) with civil service titles and dates of experience.
- A *Statement of Qualifications*. The *Statement of Qualifications* is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the evaluation criteria. The statement should be no more than two pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

The application and *Statement of Qualifications* are to be submitted to:

Department of Transportation
Division of Human Resources, ATTN: Patti Oshita, MS 90
Farmers Market III, 6th Floor, P.O. Box 168037
Sacramento, CA 95816-8037

Or via e-mail: Patti_Oshita@dot.ca.gov

Application and *Statement of Qualifications* must be received by 5:00 p.m. on July 16, 2010. Interagency mail received after this date will not be accepted.

Application packets may be e-mailed to the above address or faxed to (916) 227-5333 to ensure delivery prior to the final filing date. Mail the original application to the above address only if the application packet is sent via fax.

Questions regarding this examination should be directed to:

Patti Oshita at (916) 227-7414. California Relay Telephone Service for the deaf or hearing impaired from TDD phones: 1-800-735-2929 or from voice phones: 1-800-735-2922.